

Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: 10/31/13

Denise Blakeman
2121 E 41st St
Des Moines, IA 50317

Dear Denise,

This letter is in regards to the 10/30/13 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

*Note – You have an extensive list of corrections to be made. Because you were not prepared for a full spot check, some of the items on this list are known corrections to be made and some are from sections we did not review. You will need to go through this list carefully and be sure each item listed has been addressed. These will be the items I will be looking for when we conduct a re-check.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. (You need to submit a change application to add Charles Robins to your household or ensure he will never be there during any childcare hours of operation. Any violation to these terms could result in a revocation of your registration. I have included an application form and the address it can be sent to.)

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. (Your lower kitchen cabinets must have child safety locks or your cleaning supplies need to be moved out of reach of children.)

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. (You need to design and post an emergency/disaster plan next to your front and back entrance. This plan should include a map of your main level and clearly mark fire/tornado exits/locations.)

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (You need to practice and record monthly fire and tornado drills. I suggest using the Emergency Drill Record sheet I shared with you.)

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor. (You need to obtain a 2A 10BC fire extinguisher for your main level.)

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

☐ 110.5(1)o Smoking and the use of tobacco products is prohibited at all times in the home and vehicles used to transport children. Smoking and use of tobacco products prohibited in outdoor play area during hours of operation.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. (You need to post next to front and back door.)

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (You will need to obtain current physician signed statement of health for yourself and all household members to be kept on file. These need to be renewed every two years.)

110.5(3) Activity Program.

☐ 110.5(3) There is an activity program and it promotes self-esteem and exploration.

☐ 110.5(3)a Includes active play.

☐ 110.5(3)b Includes quiet play.

☐ 110.5(3)c Includes activities for large muscle development, such as running, climbing, riding toys, etc.

☐ 110.5(3)d Includes activities for small muscle development, such as coloring, puzzles, finger plays, play dough, etc.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

☐ 110.5(3)e All activities are developmentally appropriate for the ages of the children present.

☐ 110.5(3)e All equipment and materials are adequate for the number of children present

☐ 110.5(4) **The certificate of registration is displayed in a conspicuous place.**

☐ 110.5(5) Parents are afforded unlimited access to their children and to the providers caring for the children whenever their children are present, unless parental contact is prohibited.

110.5(6) Discipline

☐ 110.5(6)a Corporal punishment including spanking, shaking and slapping is not used.

☐ 110.5(6)b No punishment is used which is humiliating or frightening, or causes pain or discomfort to the child.

☐ 110.5(6)c No punishment is administered because of a child's illness, or progress or lack of progress in toilet training.

☐ 110.5(6)c No punishment or threat of punishment is associated with food or rest.

☐ 110.5(6)d No child is subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

☐ 110.5(6)e Discipline is designed to help the child develop self-control, self-esteem, and respect for the rights of others.

110.5(7) Meals

☐ 110.5(7) Regular meals, midmorning snacks and mid-afternoon snacks are well balanced, nourishing, and appropriate amounts as defined by the USDA Child and Adult Care Food Program.

☐ 110.5(7) Children may bring food to the childcare home, but are not required to provide their own food.

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains: (You had no available files for any of the children currently in your care. A file with all of the below information will be required for each of the children you watch.)

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

110.5(9) The provider meets the following requirements:

☐ 110.5(9)a Gives careful supervision at all times.

☐ 110.5(9)b Frequently exchanges information with the parent of each child to enhance the quality of care.

☐ 110.5(9)c Gives consistent, dependable care.

☐ 110.5(9)c Is capable of handling emergencies.

☐ 110.5(9)d Is present at all times, except if emergencies occur or an absence is planned.

☐ 110.5(9)d If absence is planned, care is provided by a DHS-approved substitute.

☐ 110.5(9)d If absence is planned, the parents are given at least 24 hours prior notice.

**110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME
CATEGORY "B"**

☐ 110.9(3)c If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.

☐ 110.9(3)c If a basement window is used as an exit, the window is operable from the inside without the use of tools.

☐ 110.9(3)c The window provides a clear opening of not less than 20 inches in width, 24 inches in height, and 5.7 square feet in area.


☐ 110.9(3)c The bottom of the window opening is not more than 44 inches above the floor with permanent steps inside leading up to the window. (You either need to add permanent steps to an egress window or need to sign the statement I will have that certifies you will not be using the basement level for any childcare other than tornado shelter.)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before 12/20/13.**

☒ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after 12/20/13.

Please call me if you have any further questions.

Sincerely,



Earl Crow
Child Development Home Compliance Checks
DHS, Story County
(515) 268-7106

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).